



The **My Favorites** portlet allows you to add, categorize and save links to your favorite Websites so that you can quickly and easily access them from within the Portal. **My Favorites** portlets are displayed on each Portal page.

How do I add a Favorite?

To add your favorite links to the **My Favorites** portlet:

1. Click *Add New Favorites* on the top corner of the **My Favorites** portlet. The **Add Favorites** is displayed within the portlet (see Figure 1).

The screenshot shows the EPA Portal interface. At the top, it says 'Welcome to the EPA Portal John Doe'. Below this is a navigation bar with links: 'Pending Access Requests', 'Request Access to a Community', 'Personalize Your Portal', 'Portal Help', and 'Logout'. The main content area is titled 'My Page' and contains several portlets. On the left, there is a sidebar with links: 'General Pages' (My Page, EPA Employee Page, Team Resources, Reference Library), 'Geospatial Pages' (Geodata Gateway), 'Air Analysis Pages' (Atmospheric), and a large yellow button labeled 'Add Favorites portlet.'. The main content area has a 'What's Next' section, a section for 'EPA Portal Areas Under Construction' with 'CURRENT RELEASE ENHANCEMENTS FOR VERSION 1.2:', and a section for 'Environmental Science Connector (ESC) Community:'. The 'My Page Favorites' portlet is highlighted with a red circle and contains the 'Add Favorites' form. The form has fields for 'Name *' and 'URL *', radio buttons for 'No Group', 'Add To A New Group', and 'Add To An Existing Group', a 'GENERAL SEARCHES' dropdown, and 'Submit' and 'Cancel' buttons. A red arrow points from the 'Add Favorites' button in the sidebar to the 'Add Favorites' form.

Figure 1: Add Favorites

2. Enter a name or a description of the link you would like to display in the **My Favorites** portlet. For example, if you were adding the EPA Website to your favorites, you may wish to enter "EPA Website" in the name field.
3. Enter the URL or the Web link for the Website you wish to display. For example, for the EPA Website, you would enter www.epa.gov. Please note that the system does not validate the URL address you enter, therefore copying the address from your browser ensures the validity of the address.
4. Categorize similar types of websites under a single heading by typing a group name in the "Add New Group" field. If you do not categorize your links, they will be displayed in a single list in the **My Favorites** portlet. If you have already added groups to your **My Favorites** portlet, you may select the "Add to existing Group" radio button and select your desired group name from the *Add Existing Group* dropdown list. Once a group is created, you cannot rename the group unless you remove and recreate the group.
5. Click *Submit* to save your link and return to the **My Favorites** portlet.



How do I Edit or Remove a Favorite?

1. Click *Edit Favorites* on the top corner of the **My Favorites** portlet. The **Edit My Favorites** is displayed within the portlet (see Figure 2).

The screenshot shows the EPA Portal interface. At the top, it says 'Welcome to the EPA Portal John Doe'. Below this is a navigation bar with links: 'Pending Access Requests', 'Request Access to a Community', 'Personalize Your Portal', 'Portal Help', and 'Logout'. The main content area is titled 'My Page'. On the left, there is a sidebar with links: 'General Pages', 'My Page', 'EPA Employee Page', 'Team Resources', 'Reference Library', 'Geospatial Pages', 'Geodata Gateway', 'Air Analysis Pages', and 'Edit Favorites portlet.' (highlighted in yellow). The main content area contains several portlets: 'EPA My Page Welcome', 'Whats Next', 'EPA Portal Areas Under Construction', 'CURRENT RELEASE ENHANCEMENTS FOR VERSION 1.2:', 'Environmental Science Connector (ESC) Community:', and 'GSS:'. The 'My Page Favorites' portlet is highlighted with a red circle. It contains a table with columns 'Select', 'Name', and 'Group'. The table has one row with a radio button in the 'Select' column, 'Yahoo' in the 'Name' column, and 'GENERAL SEARCHES' in the 'Group' column. Below the table are buttons for 'Update', 'Delete', and 'Cancel'. A red arrow points from the 'Edit Favorites portlet.' link in the sidebar to the 'My Page Favorites' portlet.

Figure 2: Edit My Favorites

2. Select the link you wish to remove or modify by clicking in the radio button next to the name of the desired link.
3. Choose to update the link by clicking *Update*; to remove the link from your **My Favorites** portlet click *Delete*. Click *Cancel* to return to the **My Favorites** portlet without making changes.
4. A Group can be removed only when all the links within it are removed. In other words once the last address or link is removed the group will be removed with it.